

Chapter 22

SC Managing Temporarily Disqualified Records

22-1. General.

a. To manage records that your recruiter has identified as temporarily disqualified is easy. After completing your DPR with your recruiter all you need to do is approve the temporary disposition and then temporarily reassign those records to you. Using the temporary reassignment, the records will automatically be reassigned back to your recruiter on the date you set. This will allow your recruiters to work only those records that are potential candidates and leave the recruiter’s database free of temporarily disqualified records.

b. This process was established to assist you with managing your ARISS-RWS Leads-Reports database and those of your recruiters.

c. The following steps show you how to manage temporarily disqualified records:

- (1) Define temporarily disqualified.
- (2) Reassign temporarily disqualified records.
- (3) Review records with create List.
- (4) Review and annotate next action.

22-2. Define temporarily disqualified.

a. The disposition listed in table 22-1 will show a record as temporarily disqualified in the ARISS-RWS Leads-Reports application. By temporarily reassigning these records to yourself, you will be able to automatically suspense the records for followup and keep your recruiter’s database free of disqualified records.

**Table 22-1
Disposition Codes**

Product of Final ARISS-RWS Disposition	ARISS-RWS Applicant Status				
	Applicant	DEP	DTP	Lead	Prospect
Declined	X				
Incomplete Medical Records	X			X	X
Moved	X			X	X
Not Interested	X			X	X
Not Interested - College	X			X	X
Not Interested - Continuing Education	X			X	X
Possible Transfer	X			X	X
PT Fail	X				
Temporary Unqualified	X	X	X	X	X
Unable to Contact	X			X	X
Unqualified ASVAB	X			X	X
Unqualified Dependents	X	X	X	X	X
Unqualified Education	X	X	X	X	X
Unqualified Moral	X	X	X	X	X
Unqualified Physical	X	X	X	X	X
Unqualified Underage				X	
Unwilling to Commit	X			X	X

b. To utilize this process, your recruiters must identify and record a temporary disposition code on each of the records that have been found as disqualified. Instruct your recruiters to code each record with the

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correct disposition code and record any additional information in the **Comment** section on the **Contact History** screen. Once they have updated those records that are temporarily disqualified, have them replicate.

c. You will need to replicate after your recruiters have annotated records as disqualified and replicated to ensure that your ARISS-RWS Leads-Reports data is up-to-date.

✓ You will need to be connected to your ISP and have a secure tunnel to replicate. As soon as you finish replicating, disconnect from your ISP. If you need assistance, review chapter 3 involving logon.

d. Now that you have completed replication, select **File** and then **Open** to access the **Find** screen. You can also click on the **Open Folder** icon  to access the **Find** screen.

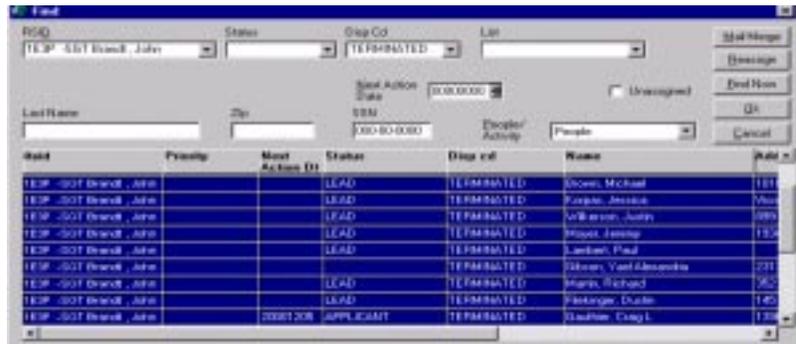


e. From the **RSID** drop-down arrow select the recruiter that you will transfer the records from. You may also select the **Status** or **Disp Cd** to narrow the search for the records. Select **Find Now**.

✓ You only need to do the next step if you do not want your recruiters to have those records that are classified as temporarily disqualified. If you leave the records with your recruiters, review each record and annotate your comments in the Contact History screen.

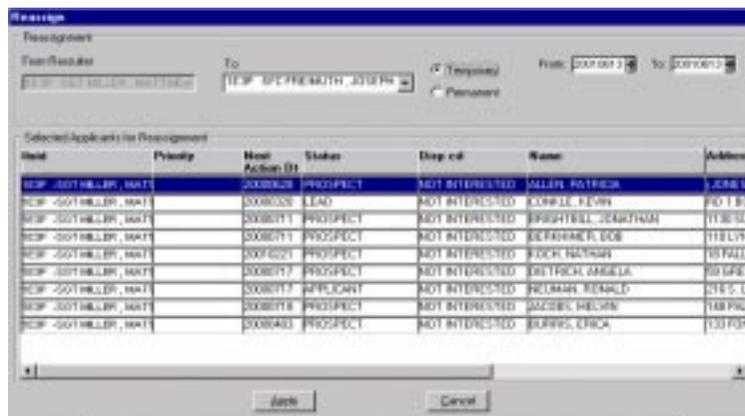
22-3. Reassign temporarily disqualified records.

a. That recruiter's records will be displayed on your **Find** screen. Select the records you want reassigned by clicking once on their name. The line should turn blue. Click on the **Reassign** button to continue.



Head	Priority	Next Action (D)	Status	Disp Cd	Name	Address
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Down, Michael	1111
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Kaplan, Jessica	1111
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Wright, John	1111
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Smith, James	1111
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Lambert, Paul	1111
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Green, Yael Alexandra	1111
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Watts, Richard	1111
TEEP-501 Branch, John			LEAD	TEMPORARILY DISQUALIFIED	Parsons, Justin	1111
TEEP-501 Branch, John		0000208	APPLICANT	TEMPORARILY DISQUALIFIED	Andrew, Craig L	1111

✓ You can select multiple records by choosing the first record then scrolling to the bottom of the list (while holding the **Shift** key) and selecting the last record.



Head	Priority	Next Action (D)	Status	Disp Cd	Name	Address
TEEP-501 HILLER, MATI		0000028	PROSPECT	NOT INTERESTED	ALLER, PATRICK	1111
TEEP-501 HILLER, MATI		0000028	LEAD	NOT INTERESTED	SMITH, KEVIN	1111
TEEP-501 HILLER, MATI		0000011	PROSPECT	NOT INTERESTED	BRIGHT, JOSHUA	1111
TEEP-501 HILLER, MATI		0000011	PROSPECT	NOT INTERESTED	SMITH, JAMES	1111
TEEP-501 HILLER, MATI		0000021	PROSPECT	NOT INTERESTED	LOCK, MATTHEW	1111
TEEP-501 HILLER, MATI		0000017	PROSPECT	NOT INTERESTED	SMITH, JAMES	1111
TEEP-501 HILLER, MATI		0000017	APPLICANT	NOT INTERESTED	SMITH, JAMES	1111
TEEP-501 HILLER, MATI		0000018	PROSPECT	NOT INTERESTED	SMITH, JAMES	1111
TEEP-501 HILLER, MATI		0000043	PROSPECT	NOT INTERESTED	SMITH, JAMES	1111

b. The **Reassign** screen will appear with all the records that you had selected. The **From Recruiter** should be the recruiter you're transferring from. Select yourself from the **To** drop-down arrow. When you select **Temporary** the date fields will appear. Enter today's date in the **From** field. Determine what date you want the record to be returned and enter that date in the **To** field. The **To** date can be the suspense date that you want the record to be returned to your recruiter for his or her further action. Select the applicant record or records you will be reassigning by clicking once on their name. The line should turn blue.

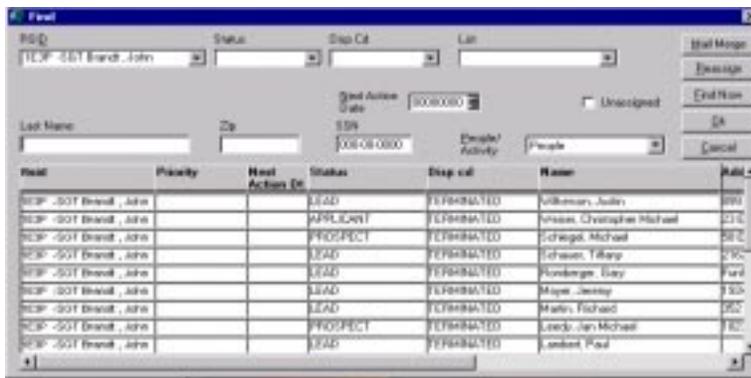
✓ You can select multiple records by choosing the first record then scrolling to the bottom of the list (while holding the **Shift** key) and selecting the last record.

c. When you have selected the records that meet the date range click the **Apply** button to tag those records for reassignment. If there are other records that you want to suspense for a different date, follow the above steps until you have tagged all of the records that you identified for reassignment. Once you are finished the **Reassign** screen will close and you will return to the **Leads-Report** main screen. To complete the reassignment process select **File** and then click on **Replicate/Project**. The projection and replication window will appear. Select **Replicate Only**.

✓ The recruiter that is losing the records will need to replicate after you.

d. The next time that the recruiter replicates he or she will receive a message that records are being reassigned. Once the recruiter receives this message he or she needs to replicate again to remove the records from their database. You should wait a short period of time after your recruiter is notified of the reassignment before you replicate again to receive the records that you reassigned to yourself. Follow the above procedures to replicate again to receive those records.

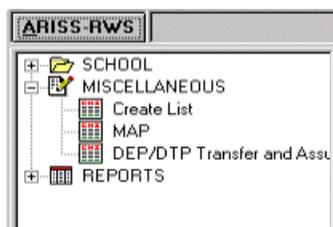
✓ Remember that you must be connected to your ISP and have a secure connection as reflected by the green T with a lock symbol to perform replication.



e. Once you have replicated, go to the **Find** screen. From the **RSID** drop-down arrow select your name and then select **Find Now**. This will show all of the records now assigned to you. Since you have reassigned these records first you now need to approve the disposition actions recorded earlier by your recruiters. You can do this from the **Find** screen, but to save time recommend you use **Create List**. Using the **Create List** function will save you time by allowing

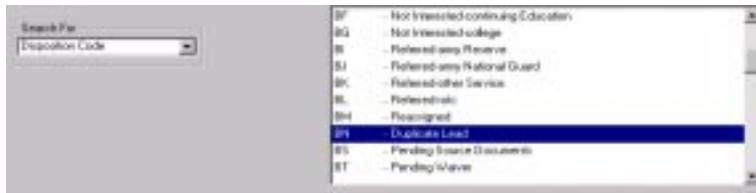
you to annotate the **Contact History** quickly. To utilize the **Create List**, click on **Cancel** to close the **Find** screen.

22-4. Review records with create list.

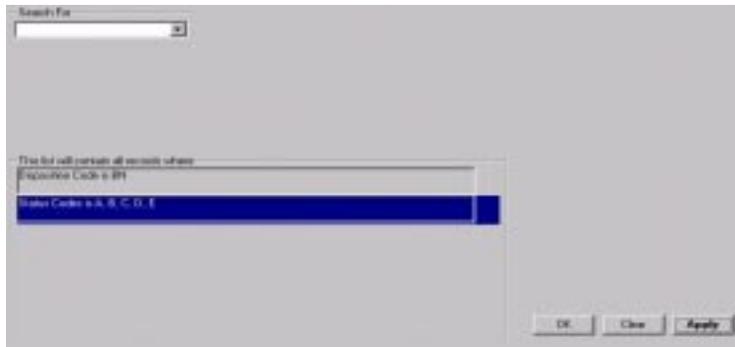


a. Now click on the **ARISS-RWS** tab. Select **MISCELLANEOUS** and then select **Create List**. The **Create List** parameter screen will appear for you to establish your search criteria. The **Search For** drop-down arrow will show all of the data fields that can be selected to make your search as general or specific as you need.



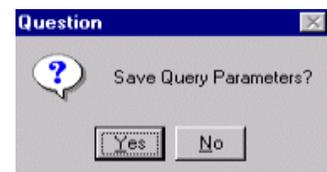


b. When you have identified the **Search For** item, another box will appear for you to further identify the parameters of your search. You can select more than one item from the parameters identified under the **Search For** criteria. You can do this by clicking on the first item and then hold down the **Shift** key and click on the last item and it will highlight all items in between. If you want to select specific items, hold down the **Ctrl** key and click on each item that you want as the search parameters.



c. Click **Apply** to set the search parameters. If you need to make a change on one of the selected parameters, highlight the item in the screen and click on **Clear**. This will remove the item from the **Search For** window. Once you have established your search parameters, click on **OK**.

d. This will start the search. You will be prompted to save your search parameters. Click on **Yes** or **No**.



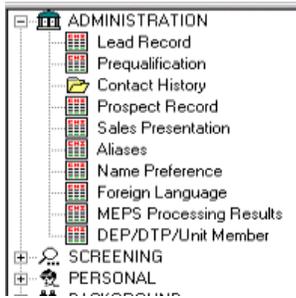
HSID	Body Name	Person Name	SSN	Lead Source	Eda Years	Eda Code	AFST	MIS	AIC	Exp. Ready	Phone
4.4Q	HAMILTON	Aber, Theresa		JFAP							(319) 627-4870
4.4Q	HAMILTON	Achenbach, Todd		JFAP							(319) 664-3621
4.4Q	HAMILTON	Adams, Joseph		JFAP							(319) 663-6221
4.4Q	HAMILTON	Adams, Joshua		JFAP							() -
4.4Q	HAMILTON	Adams, Joshua		JFAP							(319) 381-0467
4.4Q	HAMILTON	Adams, Kelly		JFAP							() -
4.4Q	HAMILTON	Adams, Justin		JFAP							(319) 663-6438
4.4Q	HAMILTON	Adkins, Sarah		JFAP							(319) 264-5160
4.4Q	HAMILTON	Adkins, Sarah		JFAP							() -
4.4Q	HAMILTON	Aguilera, Patricia		JFAP							(319) 264-0038
4.4Q	HAMILTON	Aguilera, Carlos		JFAP							() -
4.4Q	HAMILTON	Aguilera, Saira		JFAP							() -
4.4Q	HAMILTON	Ahrens, Amanda		JFAP							(319) 643-2446
4.4Q	HAMILTON	Alex, Andrew		JFAP							() -

e. Records meeting your search criteria will be displayed. To update the **Contact History** screen, double click on the applicant's record that you want to review. This will take you to the **Prospect Record** or **Lead Information** screen depending on the applicant's status.

f. If you open a **Lead Information** record and the **ARISS-RWS** tab is grayed out, you need to enter a **Lead Source** code before any further actions can be accomplished.

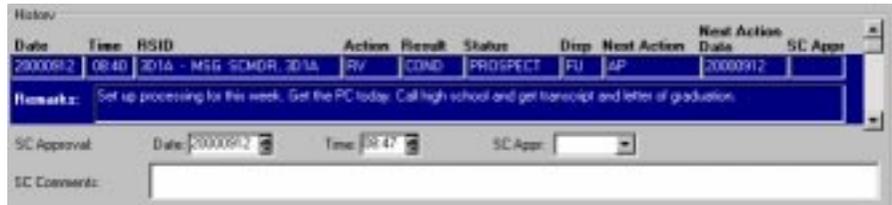


22-5. Review and annotate next action.



a. Click on the **ARISS-RWS** tab. A menu will appear, select **Contact History** from the **ADMINISTRATION** menu.

b. Using the scroll bar in the **History** section of the **Contact History** screen, you can review all entries made by the recruiter, including those previously approved by you.



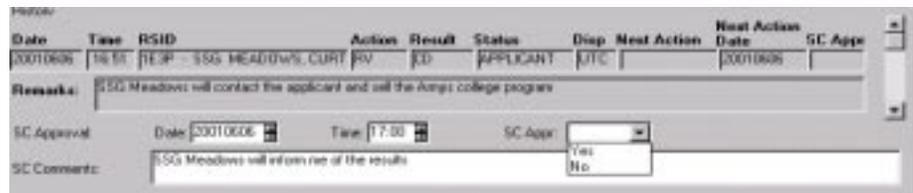
c. To reflect that you reviewed entries select the **Action** drop-down arrow in the **Today** section. Your only selection is **REVIEW**, so select **REVIEW**.

Select the **Results** drop-down arrow and choose **CONDUCTED**. Ensure that the **Disposition** has the appropriate disposition code listed. You can annotate your comments in the **Remarks** section.

d. Since this is a temporary reassignment and the records will be automatically reassigned back to your recruiter you will want to enter a **Next Action** and **Date** that are a few days after the **Temporary To** date. Entering this information will suspense the record with the action that you want your recruiter to accomplish when they receive the record back.



e. To approve the actions that are annotated in the **Today** section, you must click on the **Save** icon to move **Today's Action** to the **History** section. If you fail to save the action before annotating the **SC Appr**, you will save only the last action in the **History** section. To move actions from **Today**, you must **Save** first and then complete the SC approval. Select the **SC Appr** drop-down arrow near the bottom of the screen and then select **Yes**.



f. The **Yes** will now show under **SC Appr** in the **History** section. You can enter any additional comments as needed to further identify what actions you want taken on the record. Save the record each time you approve an item.

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g. To return back to the **Create List** to annotate another record, click on the **Review List**  icon. Select the next record from the **Create List** and continue the above steps until all records are annotated with a final disposition code and approved or disapproved. Once you have completed your list, select the **Telephone** icon to replicate or select **File** and then **Replicate/Project**. The replication window will open, select **Replicate Only**.

h. You will find that this process for managing temporarily disqualified records will be faster using the reassignment and create list process. This will keep your recruiters concentrating on the prospects and applicants that they are working. It will also allow your recruiters to contact those leads that may be future candidates instead of spending time trying to sort through records they have already disqualified. This process will allow you to approve several records in a short period of time, and you are now using the full functions of the ARISS-RWS Leads-Reports application.